

# Application for Employment

## Park and Recreation Department

**Town of Darien  
2 Renshaw Road  
Darien, CT 06820**

We consider applicants for all positions without regard to race, color, religion, creed, sex, ancestry or national origin, age, physical or mental handicaps, marital or veteran status, sexual orientation, or any other legally protected status.

*(PLEASE PRINT)*

Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone number(s)			Social Security Number		

Please check the position(s) you are applying for:

- ☐ Lifeguard      ☐ Attendant (courts/gate)      ☐ Seasonal Maintenance      ☐ Clerical
- ☐ Full-time maintenance      ☐ Administrative      ☐ Instructional

Are you at least 16 years of age?      Yes ☐ No ☐

When are you available for work? \_\_\_\_\_

Until what date? (Applies to seasonal applicants only) \_\_\_\_\_

Have you ever been employed with us before?      ☐ Yes      ☐ No  
If yes, give a date

May we contact your present employer?      ☐ Yes      ☐ No  
*Refusal to permit contact of present employer may be cause for rejection of application.*

Are you eligible to be lawfully employed in this country?      ☐ Yes      ☐ No  
*Proof of citizenship or immigration status will be required upon employment.*

Are you available to work:      ☐ Full time      ☐ Part time      ☐ Temporary

### References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Employment Experience

1.

Employer

Dates Employed

Work Performed

Address

Telephone Number(s)

Job Title

Supervisor

Reason for leaving

2.

Employer

Dates Employed

Work Performed

Address

Telephone Number(s)

Job Title

Supervisor

Reason for leaving

U.S. Military or Naval Service

☐Yes

☐No

Present membership in National Guard

☐Yes

☐No

Education

Name and Address of School	Course of Study	Years Completed	Degree/Diploma
Elementary School			
High School			
College			
Other			

## Additional Information

### Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

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### Specialized Equipment Operational Skills Production/Mobile Machinery (list):

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### Office:

PC ☐      Fax ☐  
Calculator ☐      Spread Sheets ☐  
Typewriter ☐      Word Perfect ☐

**Lifeguard Applicants: Please check the following certifications in your possession and list dates of expiration:**

**Institution:**

**Date of Expiration:**

Life guarding	<input type="checkbox"/>	_____
Standard First Aid	<input type="checkbox"/>	_____
CPR for the Professional Rescuer	<input type="checkbox"/>	_____
American Heart CPR	<input type="checkbox"/>	_____
Other _____		_____

Other Note to Applicants: **DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING**  
Do you have the full physical, mental, emotional, and medical ability to do the job for which you have applied?  
If not, please explain. Also, if you need a reasonable accommodation to do the job for which you have applied, please explain.

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### FOR DEPARTMENT USE ONLY

Arrange interview  
Remarks:

Yes ☐

No ☐

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Employed:

Yes ☐

No ☐

Date of Employment: \_\_\_\_\_

Job Title: \_\_\_\_\_

Hourly rate/Salary: \_\_\_\_\_

Department: \_\_\_\_\_

By: \_\_\_\_\_

## EMPLOYEE CERTIFICATIONS AND AGREEMENTS

I understand that a positive and properly confirmed drug test for controlled substances or refusal to submit to a drug test is grounds for denial and if a properly confirmed pre-employment drug test is reported after I have begun employment, it may be grounds for termination of any employment for just cause under the terms of any applicable collective bargaining agreement.

I authorize representatives of the Town of Darien to obtain pertinent information from my previous employers, references, and other persons with knowledge of my work history and background. I authorize my previous employers, references, and persons with knowledge of my work history and background to provide pertinent information to and hereby release all such persons and waive any and all claims, demands or causes of action whatsoever, in connection with the request for and release of information.

I certify that the information on this job application is true and complete to the best of my knowledge. I understand that any willful omissions or falsifications will be reason for withdrawal of a job offer if the omission or falsehood is discovered before I begin employment, and if discovered after I have begun employment, it may be grounds for termination of my employment for just cause under the terms of any applicable bargaining agreement. I authorize any investigation into the statements I have made in this application as necessary to arrive at an employment decision.

All employees of the Town of Darien have the right to resign from their jobs at any time, or for any reason or for no reason at all, with or without advance notice. The Town of Darien retains the same right with respect to termination of any employee's employment. No department head, supervisor or other individual of the Town of Darien has authority to make a commitment of guaranteed or continuing employment to you, and no document or publication of the Town of Darien should be interpreted to make such a guarantee. **NOTHING STATED BY THE TOWN OF DARIEN, IN WRITING OR ORALLY, DURING THE INTERVIEW AND/OR HIRING PROCESS IS TO BE CONSTRUED AS CREATING A CONTRACT BETWEEN THE APPLICANT AND THE TOWN OF DARIEN.**

I have read, understand and agree to the foregoing.

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Signature of Applicant

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Date